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## *Memorandum*

TO: Administration Committee

DATE: June 2, 2010

FR: Deputy Executive Director, Policy

RE: MTC Resolution 3619, Revised: Changes to Executive Director's Signature Authority

In March 2004, the Commission approved MTC Resolution 3619, increasing the Executive Director's (and Deputy Executive Director's) signature authority on MTC contracts to \$100,000. The resolution also adopted a formula for delegating authority to sign amendments that has proven to be cumbersome and difficult for staff to implement. This proposed change would revise the signature authority of the Executive Director (ED) and Deputy Executive Director (DED) for amendments and make certain other clarifying changes, as follows:

- Total contract value up to \$100,000, including amendments, can be authorized by the ED or DED without Committee approval. There is no limit on the number or size of amendments included in the \$100,000;
- The delegated authority is renewed for any single contract each time the appropriate Commission committee approves a new total contract amount;
- ED may delegate authority to Section Directors to sign contracts or amendments up to \$25,000 cumulatively. (Current procedures limit Section Directors' authority to \$2,500 or less).
- Changes all references to particular committees to "the appropriate authorizing Committee".

Staff recommends that the Administration Committee refer MTC Resolution No. 3619, Revised, to the Commission for approval.

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Ann Flemer

AF:TG:MJM

### Attachments

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